



JAY DARDENNE
LIEUTENANT GOVERNOR

State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
OFFICE OF MANAGEMENT AND FINANCE

CHARLES R. DAVIS
DEPUTY SECRETARY

DESIRÉE W. HONORÉ
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 2015-011

TO: Lt. Governor, Deputy Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers, and Directors

FROM: Rikki Nicole David, SPHR, IPMA-CP (RND)
Human Resources Director

SUBJECT: Civil Service Rule 6.5(g) Hiring Rate Request Form

DATE: March 27, 2015

A new form has been established for purposes of requesting a hiring rate above the pay range minimum for an applicant possessing extraordinary qualifications, in accordance with Civil Service Rule 6.5(g). The form includes an overview of the rule and is designed to ensure that all required verifications of the applicant's credentials are provided, so as to comply with Civil Service audit standards.

All 6.5g requests must be submitted hereafter utilizing the attached request form. It is also available on Channel Z at <http://www.crt.state.la.us/management-and-finance/human-resources/forms/index>.

If you have any questions regarding Civil Service Rule 6.5(g) or how to complete the form, feel free to contact the Human Resources Division.

RND:aj
Attachment
c: Personnel Liaisons

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